



## STAARS Training Course Catalog Summer/Fall 2016

### Introduction

This document provides the full catalog of Instructor-Led Training (ILT) courses available to STAARS users.

Please note that this list is current as of July 2016 and is subject to change. Direct any questions to [STAARS.Support@finance.alabama.gov](mailto:STAARS.Support@finance.alabama.gov).

### Course Catalog Details

The course catalog begins on the following page. The catalog includes the number, name, course prerequisite(s), intended audience, learning format, duration, and description for each course. Please note that course durations are approximate and may vary slightly.

**Note:** To search for a course number or course name, press **Ctrl+F**, type all or part of the number or name in the search field at the top right of the page, and press [Enter].

## STAARS Training Course Catalog

Course Number / Name	Prerequisite(s)	Intended Audience	Format	Duration	Description
<b>STAARS 1000 Overview and Navigation</b>	None	All users	ILT	4 hours	This is a short introductory course that teaches users how to log in to STAARS, navigate and search, and perform other basic functions. It is a prerequisite to all other STAARS training courses.
<b>STAARS 2000 Journal Vouchers</b>	STAARS 1000	GA User; GA Manager	ILT	4 hours	This course provides training on processing journal vouchers in STAARS. The course includes how to create a new JV document, correct a cash expenditure (GAXE1), correct collected earned revenue (GAXR1), correct a decentralized chart of account element (JVR), and create an operational transfer using IET (Internal Exchange Transactions). The transactions taught in this course are the equivalent of JV, OTJV, and PV2 (Interfund payment voucher) in the legacy systems (e.g., CAS, AFNS).
<b>STAARS 2010 Cost Accounting</b>	STAARS 1000; STAARS 2000; STAARS 2040	Cost Accounting User; Cost Accounting Manager	ILT	8 hours	This course is an introduction to the processes used to create and maintain cost accounting data for grants, projects, and programs in STAARS. The course discusses how to research information related to these cost accounting activities. Cost accounting activities vary in complexity, including internally-funded operational programs, and Federally-funded grants and projects. The life cycle of an activity may span a few months to several years. The two Cost Accounting documents covered in this course are Cost Accounting Setup (CAS) and Cost Accounting Modification (CAM). However, the students will also complete GAX, RE, CR, and CH documents.
<b>STAARS 2015 Cost Allocation</b>	STAARS 1000; STAARS 2000; STAARS 2010; STAARS 2040	Cost Accounting User; Cost Accounting Manager	ILT	8 hours	This course introduces the processes used to set up and maintain cost allocation structures in STAARS. When costs and revenue are initially recorded in the system, the grants, projects, or operational accounting distributions to which those transactions should be recorded are not always known. Cost Allocation is the process through which those transactions are initially accumulated, and then later distributed to the appropriate departments or programs through the automated creation of a two-sided entry to the Accounting Journal. There are no documents completed in this course. Instead, students will create entries on the series of pages used to establish cost allocation hierarchies in STAARS: ALOC, SRS, STEP, PLBS, PBDIST, and STAT.

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<b>STAARS 2020 Internal Transactions</b>	STAARS 1000	GA User; GA Manager; AP User; AP Manager	ILT	4 hours	This course provides training on internal transactions in STAARS. The course includes how to create, modify, and cancel internal exchange transactions (IET), internal transaction initiators (ITI) and internal transaction agreements (ITA) for an internal transfer, and internal payment requests – commodity based (PRCI). The transactions taught in this course are the equivalent of PV2 (interfund payment vouchers) and IFSH in the legacy systems (e.g., CAS, AFNS).
<b>STAARS 2040 Budget Structures and Controls</b>	STAARS 1000	Budget User; Budget Manager; Cost Accounting User; Cost Accounting Manager	ILT	4 hours	This course details how approved budgets from the STAARS Budgeting system integrate into STAARS Financials and how the budgets in STAARS Financials are used to monitor and control revenues and expenditures.
<b>STAARS 3010 Payment Processing</b>	STAARS 1000	AP User; AP Manager	ILT	6 hours	This course focuses on the activities required to request payment for goods received and services rendered. This process generates a payment within STAARS and liquidates related encumbrances, if applicable.
<b>STAARS 3020 Receivables</b>	STAARS 1000	AR User; AR Manager	ILT	2 hours	This course provides training on accounts receivables in STAARS. The course includes how to create, modify, and cancel a receivable.
<b>STAARS 3030 Billing and Past Dues</b>	STAARS 1000; STAARS 3020	AR Manager	ILT	4 hours	The Billing and Past Dues course focuses on the activities you need to complete prior to processing receivables within STAARS. This includes setting up your billing profile and attaching it to your customers.
<b>STAARS 3040 Cash Receipts</b>	STAARS 1000	AR User; AR Manager	ILT	4 hours	This course provides training on cash receipts in STAARS. The course includes how to process a standalone cash receipt, process a cash receipt that references a receivable, modify a cash receipt, and process non-sufficient funds (NSF1). The transaction taught in this course is the equivalent of the CR in the legacy systems (e.g., CAS, AFNS).

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<b>STAARS 4000 Purchasing Requisitions</b>	STAARS 1000	Agency Buyer; Agency Buyer Manager; Central Procurement Manager; Agencies with Delegated Purchasing Authority	ILT	4 hours	This course provides training on the steps involved in creating a new requisition in STAARS for ordering goods and services (both small and large requisitions).  Course topics also include searching for, copying, modifying, and discarding existing requisitions.
<b>STAARS 4010 Purchasing Solicitations and Evaluations</b>	STAARS 1000	Central Procurement User; Central Procurement Manager; and those agencies that have delegated purchasing authority	ILT	3 hours	This course provides training on the purpose and key elements of solicitations and evaluations. The course begins with navigating the Procurement Management Folder to identify requisitions (RQS) that require a solicitation via a Request for Bid (RFB). Following the natural process, students will then navigate through solicitation responses (SRs) and evaluation (EV) documents in STAARS with hands-on exercises. This course also provides instruction on how to create a Request for Quotes (RFQ).
<b>STAARS 4011 Purchasing Professional Service Proposals</b>	STAARS 1000; STAARS 4010	Agency Buyer; Agency Buyer Manager; Central Procurement Manager; Agencies with Delegated Purchasing Authority	ILT	4 hours	This course provides training to create a Request for Proposals (RFP) for a professional service. The course covers publication of the RFP, recording the vendor's Solicitation Responses (SRs); using the Evaluation Document (EV) to evaluate and award to the appropriate Master Agreement document code (MAP1, MAPIT1, MAPBC1). Buyers use Shopper (SHOP) page to create a Delivery Order (DOP1, DOPIT1, or DOPBC1) against the MA.
<b>STAARS 4020 Award and Post Award Process</b>	STAARS 1000; STAARS 4010	Central Procurement Buyer; Central Procurement Manager; and Buyers from agencies that have delegated purchasing authority	ILT	4 hours	This course provides training for Buyers on creating formal award documents using STAARS. The course covers creating a Master Agreement (MA) from an evaluation document (EV) and creating a Purchase Order (PO) directly from a Standard Requisition (RQS). The course also includes creating a vendor Performance Evaluation (PE), an MA Termination (TM) document, and an MA Renewal (RN).

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<b>STAARS 5000 Inventory</b>	STAARS 1000; STAARS 4000	Inventory User; Inventory Manager; Warehouse Manager	ILT	6 hours	This course provides training on inventory and warehouse table maintenance. Users are trained on adding/modifying a warehouse and adding/modifying a stock item. Training covers all of the background tables used in inventory transactions. It also covers the following inventory adjustment documents: Inventory Adjustment (IA), Inventory Correction (IC), and Internal Inventory Adjustment (IIA). Training covers the direct method, the Over the Counter (OC) document, and follows the indirect method transaction flow from Stock Request (SRQ), to Pick and Issue (PI), to Issue Confirmation (CI). It also includes information on warehouse transfers and stock returns. This course also provides training on the STAARS inventory freeze and cycle count process. At a minimum, one user from each agency (typically the manager) should attend this course.
<b>STAARS 5030 Fixed Assets</b>	STAARS 1000	FA User; FA Manager; Property Manager	ILT	4 hours	This course provides training on managing fixed assets. Users are trained on creating an asset acquired through a purchase; creating a Memo Asset; creating an asset acquired through donation; modifying and transferring an asset; and creating a betterment to add new components to an existing fixed asset (needed when an improvement is made that improves the asset's performance and/or adds to the value of a property or facility).
<b>STAARS 5031 Construction in Progress</b>	STAARS 1000; STAARS 5030; STAARS 2000; STAARS 2040; STAARS 2010	FA User; FA Manager; Cost Accounting User; Cost Accounting Manager	ILT	4 hours	This course provides training for managing the Construction-in-Progress in three steps: <ol style="list-style-type: none"> <li>1. Set up a Program and Phase so that it is associated with building a fixed asset.</li> <li>2. Accumulate costs from the CIP project and add them to the value of the CIP asset as it is constructed.</li> <li>3. Reclassify the Construction-in-Progress asset to its actual Fixed Asset Type, and place the asset in service to begin depreciation.</li> </ol>

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<b>STAARS 6000 State Agency Budget Requests</b>	STAARS 1000; STAARS 1010	Agency Budget Users and Approvers	ILT	4 hours	<p>This course covers creating Budget Requests in STAARS Budgeting. Specifically, users will learn how to complete an Agency Budget Request with the following forms:</p> <ul style="list-style-type: none"> <li>• Form 5 – Prior Year Actuals, Current Year Budget, and Agency Budget Request</li> <li>• Form 2 – Summary Budget Request</li> <li>• Form 6 – Personnel</li> <li>• Form 3 – Capital Expenditures</li> <li>• Form 1 – Condition of Funds to include: <ul style="list-style-type: none"> <li>○ Standard Reports</li> <li>○ Resolving Errors</li> <li>○ QPR</li> <li>○ Running reports using info Advantage</li> <li>○ Exercises (running reports and completing Budget Requests)</li> <li>○ Use of SBFS (salary and benefit forecasting) in Budget Requests</li> </ul> </li> </ul> <p>The course covers the Chart of Accounts (COA) elements used in STAARS Budgeting: Department, Fund, Function, Appropriation Class and Appropriation Unit. Users will also be taught to use the Chart of Accounts crosswalk.</p>
<b>STAARS 6010 Postsecondary Budget Requests</b>	STAARS 1000; STAARS 1010	Postsecondary Budget Users and Approvers	ILT	4 hours	<p>This course provides training on Postsecondary Budget Requests and the Chart of Accounts requirements in STAARS. It includes appropriation class, function and appropriation unit (if applicable), and object categories within the Chart of Accounts. More specifically, users will learn how to:</p> <ul style="list-style-type: none"> <li>• Create Postsecondary Budget Requests in STAARS</li> <li>• Understand the requirements for Financial Summary with Condition of Current Funds, Unrestricted and Restricted: Expenditures by Function and Object; Auxiliary Enterprises, Personal and Capital Assets</li> <li>• Successfully complete the forms required for a Budget Request</li> <li>• Revenues, Expenditures, E &amp; G transfer, Educational and General Balances, Auxiliary Enterprises, Forms 14, 14A AND 17</li> </ul>

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<b>STAARS 6020 State Agency Operations Plan</b>	STAARS 1000; STAARS 1010	Agency Budget Users and Approvers	ILT	4 hours	<p>This course provides training on how to create a State Agency's Operations Plan. It includes key features of the Operations Plan and an explanation of requirements and criteria for budget revisions and budget workflow. More specifically, users will learn how to:</p> <ul style="list-style-type: none"> <li>• Summarize the purpose and key features of the Operations Plan</li> <li>• Perform revisions</li> <li>• Successfully complete the forms required for an Operations Plan EBO Forms 8, 9 , 101</li> <li>• Understand the tools available in STAARS Budgeting</li> <li>• Understand requirements and criteria for Budget Revisions</li> <li>• Demonstrate understanding of STAARS Budgeting workflow</li> <li>• Use of SBFS (salary and benefit forecasting) in</li> <li>• Run reports</li> </ul>
<b>STAARS 6030 Postsecondary Operations Plan</b>	STAARS 1000; STAARS 1010	Postsecondary Budget Users and Approvers	ILT	4 hours	<p>This course provides training on how to create a Postsecondary Operations Plan. It includes key features of the Operations Plan and an explanation of requirements and criteria for budget revisions and budget workflow. It covers the PS OPS Plan Expenditures and Transfers (form 21) and PS OPS Plan (form 20).</p>
<b>STAARS 6050 Performance Measures</b>	STAARS 1000; STAARS 1010	All Budget Users	ILT	4 hours	<p>This course provides training on entering performance measures or non-financial metrics into the STAARS Budgeting system. More specifically, users will learn how to:</p> <ul style="list-style-type: none"> <li>• View Agency Missions, Visions and Goals</li> <li>• Enter quarterly targets and actuals using STAARS Performance Budgeting</li> <li>• Create and modify Performance Objectives using STAARS Performance Budgeting</li> <li>• Run reports using infoAdvantage</li> </ul>
<b>STAARS 7001 Overview of infoAdvantage and WebI</b>	STAARS 1000	Reports Developer	ILT	8 hours	<p>This course introduces users to infoAdvantage, the STAARS reporting application, as well as the Web Intelligence (WebI) tool for viewing and building reports. This course is a combination of lecture and demonstration. Students are provided time to practice learned skills using business cases. This course is a prerequisite for the infoAdvantage Universe courses.</p>

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<b>STAARS 7002 General Accounting Universe</b>	STAARS 1000; STAARS 7001	Reports Developer	ILT	8 hours	This course provides an overview of the STAARS Financial General Accounting (GA) reporting environment, including the migration of STAARS Financial transactions to the STAARS infoAdvantage data warehouse for GA reporting. This course is a combination of lecture and demonstration. Students are provided time to practice learned skills using business cases. This course is a prerequisite for the other infoAdvantage Universe courses.
<b>STAARS 7003 Accounts Payable Universe</b>	STAARS 1000; STAARS 7001; STAARS 7002	Reports Developer in support of AP Functions	ILT	8 hours	This course provides an overview of the STAARS Financial Accounts Payable (AP) reporting environment, including the migration of STAARS Financial transactions to the STAARS infoAdvantage data warehouse for AP reporting. This course is a combination of lecture and demonstration. Students are provided time to practice learned skills using business cases.
<b>STAARS 7004 Accounts Receivable Universe</b>	STAARS 1000; STAARS 7001; STAARS 7002	Reports Developer in support of AR Functions	ILT	8 hours	This course provides an overview of the STAARS Financial Accounts Receivable (AR) reporting environment, including the migration of STAARS Financial transactions to the STAARS infoAdvantage data warehouse for AR reporting. This course is a combination of lecture and demonstration. Students are provided time to practice learned skills using business cases.
<b>STAARS 7005 Budget vs. Actuals Universe</b>	STAARS 1000; STAARS 7001; STAARS 7002	Reports Developer in support of Budget vs. Actuals Functions	ILT	8 hours	This course provides an overview of the STAARS Budgeting reporting environment, including the migration of STAARS Financial transactions to the STAARS infoAdvantage data warehouse for projected and actual budget reporting. This course is a combination of lecture and demonstration. Students are provided time to practice learned skills using business cases.